

successor; 3 weeks after 10 years, 4 after 15 years, and 5 after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

3) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:

If you

work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
(Standard Form
1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <small>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</small>				1. CLEARANCE AND SAFEGUARDING	
				a. FACILITY CLEARANCE REQUIRED TOP SECRET	
				b. LEVEL OF SAFEGUARDING REQUIRED NONE	
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)			3. THIS SPECIFICATION IS: (X and complete as applicable)		
X	a. PRIME CONTRACT NUMBER HSSCCG-08-D-00009		X	a. ORIGINAL (Complete date in all cases) 2008/08/20	
	b. SUBCONTRACT NUMBER			b. REVISED (Supersedes all previous specs) Revision No.	
	c. SOLICITATION OR OTHER NUMBER HSSCCG-08-R-00003	Due Date (YYYYMMDD)		c. FINAL (Complete item 5 in all cases) Date (YYYYMMDD)	
4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under HSSCCG-05-D-0022 (Preceding Contract Number) is transferred to this follow-on contract.					
5. IS THIS A FINAL DD FORM 254? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In Response to the contractor's request dated _____ retention of the identified classified material is authorized for the period of _____					
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)					
a. NAME, ADDRESS, AND ZIP CODE ALUTIIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE, AK 995035710			b. CAGE CODE 4TEK8	c. COORDINANT SECURITY OFFICE (Name, Address, and Zip Code) DEFENSE SECURITY SERVICE 4735 E. MARGINAL WAY S. SUITE 1112 SEATTLE, WA 98134	
7. SUBCONTRACTOR					
a. NAME, ADDRESS, AND ZIP CODE			b. CAGE CODE	c. COORDINANT SECURITY OFFICE (Name, Address, and Zip Code)	
8. ACTUAL PERFORMANCE					
Department of Homeland Security (DHS) various location within the Washington, DC metropolitan area and other Government facilities.			b. CAGE CODE	c. COORDINANT SECURITY OFFICE (Name, Address, and Zip Code)	
9. GENERAL IDENTIFICATION OF THE PROCUREMENT (U) Provide administrative support for the Office of Security and Investigations USCIS.					
10. THIS CONTRACT WILL REQUIRE ACCESS TO:		YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	
b. RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	
d. FORMERLY RESTRICTED DATA		<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	
e. INTELLIGENCE INFORMATION:		<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. PERFORM SERVICES ONLY	
(1) Sensitive Compartmented Information (SCI)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	
(2) Non-SCI		<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	
f. SPECIAL ACCESS INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. ACQUIRE A COMSEC ACCOUNT	
g. NATO INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	
h. FOREIGN GOVERNMENT INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	
i. LIMITED DISSEMINATION INFORMATION		<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	
j. FOR OFFICIAL USE ONLY INFORMATION		<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER (Specify) See Block #13.	
k. OTHER (Specify)		<input type="checkbox"/>	<input checked="" type="checkbox"/>		

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.



NONE AUTHORIZED

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review. In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. Security Guidance. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Reference 10a. Contractor is authorized to use U.S. Government cryptographic equipment. Access to classified COMSEC information requires a final U.S. Government clearance at the appropriate level. Further disclosure of COMSEC information by a contractor, to include subcontracting, requires prior approval of the contracting activity.* Contractor shall contact the DHS COMSEC Control Office of Record (COR), at Commercial (540) 542-3848, to receive current COMSEC guidance.

Reference 10e(1). Personnel: All contractor personnel assigned to this contract shall possess security clearances issued by the Defense Security Service (DSS) commensurate with the level of required access to classified information that is directly in support of this contract. Immigrant aliens, personnel cleared on an interim basis, or personnel holding contractor-generated Confidential clearances are not eligible for access to classified information released or generated under this contract. Contractor personnel who are specifically designated as requiring access to Sensitive Compartmented Information (SCI) must be eligible under the provisions of DCID 6/4 without exception. Personnel will be submitted for access by their DHS manager and verified by their Contract Technical Representative. If approved for access, they will receive an indoctrination briefing by DHS security staff prior to being granted access to SCI. All personnel security reporting requirements of DCID 6/4 will be made directly to the DHS SSO. Prior to leaving this contract, personnel will be scheduled for debriefing with the DHS SSO or by calling (202) 282-8643.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements identify the pertinent contracted clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)



15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use item 13 if additional space is needed.)



"DHS/OS/SSPD CONCURS AND APPROVES THE "NEED-TO-KNOW" AT THE SCI LEVEL"

Jose Salazar 4/23/08

*** Personnel:** All personnel assigned by the contractor for SCI

access must meet DCID 6/4 eligibility requirements. Subcontracting: Subcontracting requires prior approval of the GCA. Facilities: No storage or processing of SCI is authorized at contractor location.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPE/NAME OF CERTIFYING OFFICIAL

JOSE J. SALAZAR Jose.Salazar@dhs.gov

b. TITLE

Program Manager
Industrial Security Branch

c. TELEPHONE (Include Area Code)

(202) 447-5046

d. ADDRESS (Include Zip Code)

Department of Homeland Security
301, 7th & D Street S.W.
Washington D.C. 20528

e. SIGNATURE

Jose Salazar

17. REQUIRED DISTRIBUTION

☒ a. CONTRACTOR

b. SUBCONTRACTOR

☐

c. COSHIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☒

d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION

☒

e. ADMINISTRATIVE CONTRACTING OFFICER

☒

f. OTHERS AS NECESSARY

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2									
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 08/19/2008		4. REQUISITION/PURCHASE REQ. NO.									
5. PROJECT NO. (If applicable)		6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		7. ADMINISTERED BY (If other than Item 6) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403									
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) ALOTIIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)									
9C. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-08-D-00009		9D. DATED (SEE ITEM 11) 08/13/2008											
10. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.											
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule													
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.													
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td style="text-align: center;">X</td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.												
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).												
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:												
	D. OTHER (Specify type of modification and authority)												
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.													
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 795021968+0000 The purpose of this modification is to revise the period of performance based on the Contracting Officer's Notice to Proceed. Base: 8/14/08 - 8/13/09 Option 1: 8/14/09 - 8/13/10 Option 2: 8/14/10 - 8/13/11 Option 3: 8/14/11 - 8/14/12 Option 4: 8/14/12 - 8/13/13 All other terms and conditions remain unchanged. Discount Terms: Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.													
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Laura B. Zuchowski											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA									
				16C. DATE SIGNED 8/19/2008									

STANDARD FORM NO. 14-10
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET

REFERENCE NO. ~~0~~ DOCUMENT BEING CONTINUED
HSSCCG-08-D-00009/P00001PAGE OF
2 2



NAME OF OFFEROR OR CONTRACTOR

ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Net 30 Delivery Location Code: HQOSI Department of Homeland Security US Citizenship & Immigration Svcs Office of Security & Investigations 111 MASS AVE, NW Washington DC 20529 FOB: Destination Period of Performance: 08/14/2008 to 08/13/2013				

NSN 7540-01-152-8067

OPTIONAL FORM 336 (4-86)
Sponsored by GSA
FAR (48 CFR) 53.110

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 01/11/2009		1 32	
6. ISSUED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (if applicable)	
CODE CIS		7. ADMINISTERED BY (if other than item 6) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		CODE CIS	
8. NAME AND ADDRESS OF CONTRACTOR (Firm, street, county, State and ZIP Code) ALUTIIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-08-D-00009		10B. DATED (SEE ITEM 11) 08/13/2008	
CODE 7950219680000		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 16, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (if required)					
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
CHECK ONE					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(a).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
X By mutual agreement					
16. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return _____ 1 _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
DUNS Number: 795021968+0000					
By this modification:					
- the contract Statement of Work (SOW) is revised; the revised SOW is attached to this modification					
- CLINs 0007Q (ABS Administrative Assistant I: Orlando, ST) and 0007R (ABS Administrative Assistant I: Orlando, OT) are added to the contract					
- Wage Determination No. 2005-2123, Revision No. 6, dated 5/29/2008 and attached to this modification, is added to Section 6, Attachment 1 of the contract					
Delivery: 08/13/2009					
Discount Terms:					
Net 30					
Continued ...					
Except as provided herein, all terms and conditions of the document referenced in item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
16A. NAME AND TITLE OF SIGNER (Type or print) OWEN C. POWELL, JR. Program Manager		16B. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter			
16C. CONTRACTING OFFICER 		16D. DATE SIGNED 12 Jan 09		16E. UNITED STATES OF AMERICA 	
<small>(Signature of person authorized to sign)</small>				16F. DATE SIGNED 1/12/2009	

NSN 7540-01-102-8870
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

SECTION C. DESCRIPTION/SPECS/WORK STATEMENT

**Statement of Work
U.S. Citizenship and Immigration Services
Office of Security and Integrity (OSI)
Security Support Services**

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1. **Title of Project**

U.S. Citizenship and Immigration Services (USCIS), Office of Security and Integrity (OSI) Security Support Services.

2. **Period of Performance**

The contract will commence upon the date specified in the Contracting Officer's written Notice to Proceed and continue for a base period of 12 months with four option periods.

3. **Contracting Officer's Technical Representative (COTR)**

USCIS, OSI COTR
111 Massachusetts Ave. 7th Floor
Phone: 202 272-9141

4. **Program Manager**

USCIS Chief
Office of Security and Integrity
111 Massachusetts Ave. 7th Floor
Phone: 202 272-1225

5. **Project Background**

The Office of Security and Investigations was created within USCIS in FY04. In March 2007, OSI was re-organized to form the Office of Security and Integrity (OSI) with the objective of enhancing existing functions that focus on management and individual integrity, and securing employees and facilities. The end goal of OSI programs is to provide enterprise security, delivering professional, proactive, modern, and cost effective security solutions to internal and external customers by identifying and responding to known and developing vulnerabilities with scalable and efficiently managed security programs.

OSI functional areas include Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management and Policy, Planning, and Human Resources and Command Center Operations. USCIS Headquarters is responsible for development, oversight and implementation of agency policy; threat monitoring, analysis and reporting; administration support and operational continuity.

OSI maintains a collaborative relationship with the DHS Office of Security, and with other federal, state and local security organizations. Given the critical nature of its mission, OSI is sensitive to the need to ensure that: (1) its activities are undertaken within and upon firm legal authority, (2) there is clear mutual understanding and acceptance of such authority, and (3) when necessary appropriate authority is obtained to support operations.

6. **Scope**

The purpose of this requirement is to acquire professional security support services in the following divisions within OSI: Physical Security, Personnel and Industrial Security, Administrative Security, Investigations, Internal Review, Resource Management, Policy, Planning, and Human Resources, Command Center Operations and Program Management. OSI has a requirement to conduct comprehensive security planning and program development. OSI is planning to expand its presence in all functional areas, including adding additional field locations to enhance office level support and agency-wide communication.

Successful execution of OSI's objectives requires the contractor to operate and maintain a full range of

professional security services and capabilities. A professional security program has many aspects. The contractor shall need to be alert to threats that include, but are not limited to, terrorist attacks, assassination attempts, theft of classified materials, unlawful destruction of public property, and violations of other federal, state, and local criminal statutes. In addition to more measured activity to build a strong security program, an inherent feature of security operations and support is the ability to both promptly and ably respond to immediate needs and situations. The contractor shall assist OSI with and contribute to support responses to emergent needs as identified by OSI.

7. Services Required

A. Personnel and Industrial Security

- A.1. The contractor shall provide the full range of professional and timely personnel and industrial security support services.
- A.2. The contractor shall provide personnel security support services to assist the Government with administering pre-entry on duty (EOD) security screening procedures for USCIS employees and contractor personnel, and assist with making recommendations regarding suitability, security and access determinations based upon executive orders, codes of federal regulations, DHS Management Directives and USCIS guidelines.
- A.3. The contractor shall assist with reviews of all USCIS classified and unclassified statements of work (SOW) and prepare appropriate security requirement language specific to each SOW. The contractor shall coordinate with DHS for approval of all classified SOW's.
- A.4. The contractor shall assist USCIS in initiating, evaluating and verifying data, referring any questions back to investigations, and recommending suitability determinations on all background investigations for USCIS review, with the exception of the employees on the contractor's contract in accordance with standards and requirements from the Office of Personnel Management and Executive Orders 10450, 12958, and 12968. This includes drafting investigative summary reports to include positive, as well as derogatory information, incomplete applications, and recommendations for USCIS and contract employees.
- A.5. The contractor shall review and evaluate reports of investigation and related documentation, verify questions back to investigations, and assist with making recommendations regarding the granting of security clearances for USCIS and contract employees.
- A.6. The contractor shall provide customer service support, receive inquiries (verbal and written) and provide responses to USCIS and DHS policies.
- A.7. The contractor shall assist in ~~preparing program~~ assessments as related to eQIP (Electronic Personnel Security Questionnaire), advanced Entrance on Duty (EOD) determinations, timely suitability and security adjudication, workload distribution, and automated reports that are produced during EOD and suitability determinations to ensure that industry best practices, headquarters policies, DHS directives and Office of Management and Budget (OMB) regulations are being met. Deleted: preparing program
- A.8. Contractor personnel must possess up to a top secret clearance in order to review classified information contained within background investigations, to review classified statements of work and to attend classified briefings and training.
- A.9. The contractor shall assist in the preparation of training materials, coordination of training sites, and training execution and knowledge assessment to ensure that all trainees meet the minimum qualifications as required by the individual task orders. Areas that require training include the advanced Security EOD process and the Adjudication process.
- A.10. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Personnel and Industrial Security.
- A.11. **Personnel Security Pre-Entry On Duty In-Take:** The contractor shall provide Personnel security support services to assist the Government with administering pre-entry on duty security screening procedures for USCIS employees and contractor personnel to include but not limited to eQIP security forms review, case set-up, fingerprint checks, credit checks, employment verification, citizenship verification, and issue resolution. Additionally the contractor is responsible for the upgrade investigation initiation related to internal selections, TECS, NSI as well as DHS required reinvestigations.

FBI Fingerprints – Fingerprint results from the Federal Bureau of Investigation (FBI). Fingerprint cards (Federal – SF87, Contractor - FD-258) are scanned and forwarded directly to the FBI in order to obtain any criminal record on file.

Credit Report – Complete an analysis of applicant credit reports to ensure DHS standards are met.

Citizenship Verification – Verification of U.S. citizenship and status of any immediate family members or adults living with applicant.

Employment Check – Conduct adequate and acceptable employment coverage for the past 5 years.

Receipt and review of Security Forms (SF-86, SF-85P, etc.) – Verify that security forms are complete, correct, and free of any issues. Minor issues must be resolved via telephone or written inquiries. Initiate the background investigation with OPM.

- A.12 Contractor personnel must be cleared at a level equal to the level of investigation to which they review. Personnel reviewing SSBI (Single Scope Background Investigation) information must be subject of a favorable adjudicated SSBI which is the level of investigation that supports a Top Secret clearance.

B. Administrative Security

B.1. The contractor shall assist DHS/USCIS personnel when conducting National Security Information (NSI) safeguarding and management compliance reviews and recommend corrective action.

B.2. The contractor shall assist USCIS with support to international operations by training and, when appropriate, accompanying personnel assigned to overseas duty.

B.3. The contractor shall assist USCIS in the development and issuance of classification guides.

B.4. The contractor shall recommend and implement annual training for USCIS personnel related to safeguarding Sensitive But Unclassified (SBU) and Classified Information.

B.5. The contractor shall assist USCIS in providing situational awareness on counterintelligence issues affecting USCIS operations and support for the DHS Counterintelligence Program.

B.6. The contractor shall provide program management oversight assistance and administrative support for the USCIS Information Security, Communications Security, Special Security, and Special Access Programs.

B.7. The contractor shall establish a method for conducting security briefings for USCIS leadership.

B.8. The contractor shall assist USCIS in maintaining a current inventory of USCIS COMSEC equipment, and assist in the development of a COMSEC replacement strategy.

B.9. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Administrative Security.

B.10. Positions require security clearances at the Top Secret level and some positions will require SCI access.

B.11. The contractor shall conduct analyses and develop concepts in support of Administrative Security Program requirements, to include conducting studies, preparing statements, evaluating program development, collecting data/documentation and providing regulatory compliance support.

B.12. The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Administrative Security Program.

B.13. The contractor shall support time and attendance reporting, travel, budgetary, procurement related activities and other routine administrative duties in support of the Administrative Security Program staff.

B.14. The contractor shall develop, facilitate and/or edit executive level correspondence and other general office/program documents and materials for the Administrative Security Program.

B.15. The contractor shall manage various databases and physical/electronic filing systems in support of the Administrative Security Program.

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B.16. The contractor shall receive inquiries, verbal and written, and assist in providing responses in accordance with USCIS and DHS policy.

B.17. The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Administrative Security Program.

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C. Investigations

C.1. The contractor shall provide investigative, research and administrative support to the USCIS Internal Investigations Program.

C.2. The contractor shall assist with the recommendation of policy, procedures, outreach training and administrative support to the Internal Investigations and the Management Inquiry Program.

C.3. The contractor shall coordinate with DHS office of the Inspector General and other Federal and non-Federal investigative organizations as reciprocal resources for data and background information.

C.4. The contractor shall provide assistance in investigating allegations of employee misconduct related to fraud, waste and abuse.

C.5. The contractor shall assist in the investigation of internal USCIS security violations, prepare reports and conduct briefings of findings.

D. Internal Review

D.1. The contractor shall plan and conduct comprehensive management inspections of USCIS offices on a cyclical basis. The objective is to inspect 14 offices per year. The contractor shall also report findings from the inspections to include recommendations for corrective actions. Finally, the contractor shall validate self-inspection results on site.

D.2. The contractor shall conduct reviews of issues raised by USCIS management or identified through internal analysis. In addition, the contractor shall report on results of all reviews conducted to include recommendations for corrective actions, where necessary.

D.3. The contractor shall facilitate entrance, exit and other meetings, including field office visits, with the Government Accounting Office (GAO) and the DHS Office of Inspector General (OIG) with regard to program reviews, inspections and non financial audits. The contractor shall address GAO and OIG objectives, methodology and scope with review teams and USCIS management to ensure understanding. The contractor shall coordinate and review USCIS responses to OIG and GAO data requests, draft and final reports. Finally, the contractor shall serve as the repository of information provided to GAO and OIG teams to include all draft and final reports which will be kept on site.

D.4. The contractor shall follow-up on all recommendations made by GAO, OIG and internally to assess whether corrective actions taken address problems found and forward reports to USCIS management on the status of corrective actions related to all internal review recommendations. The contractor shall maintain files on all review recommendations, internal and external, to include status of corrective actions.

D.5. The contractor shall provide training for Headquarters and field staff participating in Internal Self-Inspection Tracking and Evaluation (INSITE) and field reviews. The contractor shall manage the annual self-inspection process to include preparing summary reports. The contractor shall develop and maintain, in partnership with management, guides used for INSITE and field reviews. Finally, the contractor shall obtain and analyze data and information for the purpose of identifying potential risk areas and issues with USCIS.

D.6. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Internal Review.

E. Resource Management

E.1 The contractor shall provide resource management support to OSI to include procurement research, recommendations, document preparation, and update inventory and maintenance

databases. The contractor shall assist in preparing service schedules for all inventory, and process and prepare reports for all recurring program assessments.

E.2. The contractor shall provide administrative support to OSI to include general clerical support, travel arrangements, data collection, data reporting, and document and case management processing and scanning.

E.3. The contractor shall assist with the development of acquisition documentation to include Performance Work Statements (PWS), Statements of Work (SOW), Statements of Objective (SOO), market research reports, or any other normally required contract documentation of this type not related to this contract.

E.4. The contractor shall assist in the management of program budgets, prepare reports and process funding documents for program management approval.

E.5. The contractor shall monitor compliance and obligation disbursements.

E.6. The contractor shall assist in processing in/out transactions, issuing referrals, setting control degrees, inquiries, status, local purchase, repairable item process, manager review action, stock level management, unserviceable assets management, backup recovery files, personal and sensitive property management, performance standard, overdue shipment process, cataloging process, user maintenance, update financial data, network router, and demand process.

E.7. The contractor shall assist the Government in recommending policy, procedures, and outreach training in the area of Resource Management.

E.8. The contractor shall conduct analyses and develop concepts in support of Resource Management Division requirements, to include conducting studies, preparing statements, and collecting data/documentation.

E.9. The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Resource Management Division.

E.10. The contractor shall develop, facilitate and/or edit executive level correspondence in support of the Resource Management Division.

E.11. The contractor shall manage various databases and physical/electronic filing systems in support of the Resource Management Division.

E.12. The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Administrative Security Program.

E.13. The contractor shall manipulate project management databases to support OSI project management duties.

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F. Policy, Planning and Human Resources

F.1. The contractor shall identify training venues and opportunities for OSI employees to communicate OSI's mission and function to our USCIS customers. The contractor shall assist in preparing outreach guidance documents, publications, and support of the OSI intranet portal that outline and convey information on OSI mission and functions to USCIS customers.

F.2. The contractor shall assist in the development of OSI management reviews, internal standard operating procedures and policies on a variety of subjects related to security and integrity; and assist in the development and management of OSI's external coordination program.

F.3. The contractor shall provide assistance to the OSI human resource support function, including preparing personnel actions for OSI management approval.

F.4. The contractor shall assist OSI to promote and facilitate appropriate collaboration, partnerships and information sharing within OSI and other USCIS offices and directorates in support of the OSI security and integrity mission.

F.5. The contractor shall assist the Government in recommending policy, procedures, and outreach training.

G. Physical Security

G.1. The contractor shall provide the full range of physical security support services for all task areas/divisions. This does not include protective or guard services of any facilities.

- G.2. The contractor shall assist with the support of the development of physical and facility protective policies and procedures and assist in conducting security operations.
- G.3. The contractor shall assist with conducting threat assessments for USCIS field offices on an eighteen month rotational basis for each field office; using DHS and other applicable standards, to support agency management by providing on-site guidance and formal reports with remedial recommendations and follow-on review.
- G.4. The contractor shall assist the government with providing security assessments for an average of twenty four new and existing USCIS facilities per year as directed.
- G.5. The contractor shall assist the government in implementing the process of Facility Access Requests, maintaining access control databases, and conduct file maintenance for OSI.
- G.6. The contractor shall assist the Government in recommending policy procedures, and outreach training in the area of Physical Security.
- G.7. The contractor shall assist in the implementation and monitoring of the agency's security standards programs; reviews security standards, surveys, inspections, memorandums, and other reports to collect, analyze and maintain information on threats, security countermeasures, exceptions to standards and cost; extracts data from surveys and reports for input into and maintenance of a standards compliance status database; operates, maintains and evaluates all functions for hardened electronic security countermeasures.
- G.8. All positions shall possess clearances at the Secret level with the exception of administrative support positions.
- G.9. The contractor shall provide support to the USCIS Continuity of Operations (COOP) program manager for the full range of USCIS COOP and Emergency Planning (EP) activity. The Contractor shall assist the USCIS COOP program manager with the planning and implementation of USCIS COOP/EP plans and operations as described below:

- 1) The contractor shall provide support to the Emergency Management Training programs to include course development and presentation to various audiences.
- 2) The contractor shall provide technical writing support in developing various emergency management policies and plans supporting COOP activities, Pandemic Influenza planning, emergency communications planning, test and exercise planning and business continuity planning.
- 3) The contractor shall provide direct support of monthly inter-departmental communications tests conducted from the HQ COOP site; serve as primary POC for Title Globe Inter-Agency Communications Test Exercise and managed associated emergency contact information for the COOP Communications Plan (CCP) (Classified Document) in support of Title Globe activities.
- 4) The contractor shall serve as the alternate agency POC for the Government Emergency Telecommunications System (GETS) and Wireless Priority Service (WPS) program charged with updating user information and working with USCIS OIT to verify the list of USCIS WPS users being funded coincides with the list of all current active USCIS WPS Users.
- 5) The contractor shall directly support all planning and operational efforts associated with required inter-departmental exercises (TOPOFF 4/Pinnacle 07/Eagle Horizon 08). Additional responsibilities will include the conduct of numerous tests of internal communication mediums between Site BRAVO, ALPHA, the Command Center and select field locations.
- 6) The contractor shall require TS level clearance to assist in the management of Site BRAVO crypto (KIV-7, STE, HSDN) to ensure the proper Keying Material needed for the COOP Site Bravo VTC equipment is operational.
- 7) The contractor shall assist the government in preparing and conducting COOP/EP training, education, exercises, and drills.
- 8) The contractor shall assist the government in developing and maintaining electronic records accurately reflecting all aspects of USCIS COOP/EP activity status.

This position will be relocate from the Harrisonburg, VA area to the Kansas City, MO area (most likely the National Records Center (NRC)) on or about June 1, 2008.

This position requires a Top Secret clearance.

G.10. The contractor shall provide mission support services to the OSI Field Security Program as

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described below:

- 1) The contractor shall conduct analyses and develop concepts in support of the security program requirements as directed by the Regional Security Manager. This may include conducting studies, preparing statements, evaluating program development, collecting data/documentation and providing regulatory compliance support.
- 2) The contractor shall conduct analyses and translate mission and high-level organizational performance requirements into broad strategic/tactical goals, objectives, and approaches in support of the Regional Security Manager.
- 3) The contractor shall support time and attendance reporting, travel, budgetary, procurement related activities and other routine administrative duties under the guidance and direction of the Regional Security Manager in support of the OSI Field Security Program staff within their assigned area of responsibility.
- 4) The contractor shall develop, facilitate and/or edit executive level correspondence and other general office/program documents and materials for the designated Regional Security Manager.
- 5) The contractor shall manage various databases and physical/electronic filing systems in support of the security program.
- 6) The contractor shall receive inquiries, verbal and written, and provide responses in accordance with USCIS and DHS policy.
- 7) The contractor shall coordinate and provide logistical support for the Regional Security Manager.
- 8) The contractor shall serve as a liaison with senior government management, attend meetings and capture and distribute notes and other related documents and materials as required in support of the Regional Security Manager.

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H. Command Center Operations

- H.1. The contractor shall support a twenty-four hour/seven days a week operational capability to receive, analyze and appropriately respond to Significant Incident Reports (SIRS), and perform continuous crisis and threat monitoring to ensure USCIS executive leadership and DHS leadership and components have a continuous flow of current security and threat information and developments.
- H.2. The contractor shall assist OSI in ensuring that security and threat information is collected and disseminated to appropriate USCIS Senior Leaders, and assist in providing analytical support to other USCIS operations including: DHS Director's Office, Domestic Operations, Refugee Affairs and International Operations, National Security/Records Verification, Office of Emergency Management and Safety, and Fraud Detection National Security.
- H.3. The contractor shall assist in providing continuous analysis and reporting regarding national security and fraud detection, as well as deterrence activities and technical support.
- H.4. The contractor shall assist in the implementation and monitoring of the agency's security standards programs. Personnel responsibilities include reviewing security standards, cables, surveys, inspections, memorandums, and other reports to collect, analyze and maintain information on threats, security countermeasures, exceptions to standards and cost. The contractor shall extract data from surveys and reports for input into and maintenance of a standards compliance status database.
- H.5. Contractor personnel must possess a Top Secret clearance with SCI access in order to work in the USCIS Command Center, and to have access to secure communications networks, and National Security Information up to the TS/SCI level.
- H.6. Positions are required at the Secret and Top Secret level.

I. Program Management

- I.1. All employees assigned to performance of tasks required under this contract shall be U.S. citizens. By signing this contract, the contractor agrees to this restriction.
- I.2. The contractor shall appoint a program manager who will be available to act for the Contractor under circumstances requiring immediate attention. As such, the program manager

shall be the single point of contact through which all Contractor/Government communications, work, and technical direction shall follow except in cases of an emergency.

I.3. The contractor shall provide a quarterly Interim Progress Review (IPR) as scheduled by the contracting officer to be held in Washington DC or Burlington VT offices.

I.4. The program manager position requires a Top Secret clearance.

8. Deliverables

The contractor shall submit one copy each of task specific status reports and all other deliverables to the COTR and the Contracting Officer by the 15th working day following the end of each month for review and acceptance. The monthly report shall contain, but is not limited to the following:

A.1 General Status Report

A.1.1. **Management Summary:** This summary should document any major problems/issues, current expenditures by work hours, and any significant progress or events.

A.1.2. **Narrative:** The contractor shall provide a description of work performed on tasks during the reporting period, status of ongoing work, and work planned for the following month, including discussions of any problems/issues and recommendations for correction by the 15th working day following the end of each month.

A.1.3. **Report Headings:** The format on all management reports shall contain the following headings

- Contract Number
- Name of Contractor
- Phone Number of Contractor
- Period of Performance or Report Period
- Contract Program Manager
- Total Dollar Value with summaries of billed, paid, outstanding and remaining funds and forecasted expenditures
- Title of Project
- Contracting Officer's Technical Representative
- Management Summary
- Problems and Issues
- Employee Status – Information regarding staffing changes, for example, position changes of current staff, staff additions and terminated staff, clearance status, training status, license and permit status as applicable.

A.2. Specific Reports

Time and Attendance Logs – The contractor shall assure that all assigned employees are present for work during assigned and approved overtime, and shall maintain documentation to support invoicing and to be made available to the Government upon demand.

A.3. Deliverable Schedule

The contractor shall submit one copy of each deliverable to both the COTR and Contracting Officer as specified in each task order for review and acceptance. The contractor shall provide the deliverables (see Table below) in the electronic format predominately used by DHS. All documentation developed by the contractor shall become the property of the Government, shall not contain proprietary markings, shall be maintained in an appropriately secure fashion, and shall be surrendered to the Government upon demand. The Government will have 10 calendar days to review and provide comments to the Contractor prior to acceptance of all deliverables.

Report	Due Date	Requirement
Post Award Conference/Meeting	As scheduled by Contracting Officer	12
Project Management Plan	30 calendar days after contract award	9.A.6
General Status Report	10 th Business Day, Monthly	8A.1
Threat Assessments	As Directed—USCIS Sites	7G.3
Facility Access Requests	Weekly	7A.4
Program Assessments	Monthly	7A.7
Training Materials	As Directed/Scheduled	7A.9
Security Briefings	As Directed/Scheduled	7B.7
Management Inspection Reports	Cyclical	7D.1
INSITE Field Reviews	Cyclical	7D.5
Significant Incident Reports	As Required	7H.1
National Security Analysis and Reporting	Continuous	7H.3
Interim Progress Review (IPR)	Quarterly	7.I.3

9. Administrative Requirements

A. General Requirements

A.1. The contractor shall maintain administrative files, which shall at a minimum include personnel files on all employees furnished under the Contract. These files shall contain at a minimum the person's name, date of birth, social security number, home address, home telephone number, name of person to be notified in emergency, color photograph of the employee, records of all training, examinations, test scores, and copies of all complaints, investigations, and commendations.

A.2. The contractor shall establish a Quality Control Program that ensures that, by monitoring and continuing training and testing, all personnel assigned to this contract are proficient in their assigned task requirements.

A.3. The contractor shall notify the COTR verbally, within 24 hours, upon transfer or termination of any person assigned to work under this contract. This notification shall be followed up in writing within three (3) business days.

A.4. The contractor shall have the following minimum general education requirements: High school diploma or GED, possess the ability to speak, read, and write English sufficiently to effectively carry out all duties, including the understanding of printed rules, detailed orders, instructions, and training materials, communicate with coworkers and the public, as well as the ability to compose written reports/forms. Documented technical education or training and experience are required for hiring qualified personnel to successfully perform assigned tasks.

A.5. The contractor shall maintain an active personnel screening, recruitment, and selection program to provide a flow of incoming personnel sufficient to fill the requirements within this contract. This program shall be sufficient to keep abreast of attrition and shall be an adjunct to the Management program and Training program.

A.6. Within thirty (30) calendar days after contract award, the contractor shall provide the COTR with its Project Management Plan (PMP). The PMP shall include all tasks performed under this contract and shall be amended as required to remain current. The plan shall include:

- Corporate oversight activities
- Staffing Plan, to include a list of employees, work assignments, locations and recruiting plans
- Time and attendance procedures

A.7. Specific provisions for any given requirement will be detailed in each task order. The contractor must have appropriate clearance to access Sensitive But Unclassified (SBU) and classified documents as described within each task order.

10. Travel

Travel is anticipated for this acquisition in support of OSI operations and training. Travel shall not be performed in connection with this contract without prior written approval of the COTR or Contracting Officer. The Contractor shall be reimbursed for travel in accordance with the Federal Travel Regulations.

11. Place of Performance

The primary places of performance are 111 Massachusetts Ave., N.W., Washington, DC, 20 Massachusetts Ave., N.W., Washington, DC and USCIS Field locations in Burlington, Vermont, Dallas, Texas, Houston, TX, Laguna Niguel, California, and Orlando, Florida; however work may be performed at an alternate work site at the discretion of the Government.

12. Post Award Conference/Meeting

The contractor shall meet with the Government Contracting Officer, Government COTR and Program Manager (PM) after award as established by the Contracting Officer. The purpose of the meeting is to identify primary points of contact and discuss scope and tasks, in order to achieve a clear and mutual understanding of all contract requirements and to identify and resolve potential problems.

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13. Government Furnished Information/Support

A. Government provided office space, will be equipped with a desk, computer and telephone and will have convenient access to a printer, fax machine and photocopier. The Government will provide standard office supplies such as paper, pens, notebooks, etc. that are required to operate efficiently.

B. The contractor shall account for any government furnished equipment that needs to be returned from terminated employees including building ID passes and office keys.

C. Radios and other select items of security equipment, standard office equipment may be furnished by the Government if necessary.

D. The contractor shall return identification cards and building passes for terminated employees and expired USCIS issued identification cards or building passes within 24 hours.

14. Hours of Operation

Normal business hours are between the hours of 6 a.m. and 6 p.m. However, if performance outside these normal business hours is required, the individual order will specify the hours during which performance must be provided.

15. Security Requirements

General Requirements

U.S. Citizenship & Immigration Services (USCIS) has determined that performance of this contract requires that the Contractor, subcontractor(s), vendor(s), etc. (herein known as Contractor), requires access to classified National Security Information (herein known as classified information). Classified information is Government information which requires protection in accordance with Executive Order 12958, Classified National Security Information, and supplementing directives.

The Contractor will abide by the requirements set forth in the DD Form 254, Contract Security Classification Specification, included in the contract, and the National Industrial Security Program Operating Manual (NISPOM) for the protection of classified information at its cleared facility, if applicable, as directed by the Defense Security Service. If the Contractor has access to classified information at a USCIS or other Government Facility, it will abide by the requirements set by the agency.

Suitability Determination

Suitability Determination USCIS shall have and exercise full control over granting, denying, withholding or terminating access of unescorted Contractor employees to government facilities and/or access of Contractor employees to sensitive but unclassified information, based upon the results of a background investigation. USCIS may, as it deems appropriate, authorize and make a favorable entry on duty (EOD) decision based on preliminary security checks. The favorable EOD decision would allow the employees to commence work temporarily prior to the completion of the full investigation. The granting of a favorable EOD decision shall not be considered as assurance that a full employment suitability authorization will follow as a result thereof. The granting of a favorable EOD decision or a full employment suitability determination shall in no way prevent, preclude, or bar the withdrawal or termination of any such access by USCIS, at any time during the term of the contract. No employee of the Contractor shall be allowed unescorted access to a Government facility without a favorable EOD decision or suitability determination by the Office of Security & Investigations (OSI).

Background Investigations

Contract employees (to include applicants, temporaries, part-time and replacement employees) under the contract, needing access to sensitive but unclassified information, shall undergo a position sensitivity analysis based on the duties, outlined in the Position Designation Determination (PDD) for Contractor Personnel, each individual will perform on the contract. The results of the position sensitivity analysis shall identify the appropriate background investigation to be conducted. All background investigations will be processed through OSI. Prospective Contractor employees shall submit the following completed forms to OSI through the COTR no less than 30 days before the starting date of the contract or 30 days prior to entry on duty of any employees, whether a replacement, addition, subcontractor employee, or vendor:

1. Standard Form 85P, "Questionnaire for Public Trust Positions"
2. DHS Form 11000-6, "Conditional Access to Sensitive But Unclassified Information Non-Disclosure Agreement"
3. FD Form 258, "Fingerprint Card" (2 copies)
4. Form DHS-11000-9, "Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act"
5. Position Designation Determination for Contract Personnel Form
6. Foreign National Relatives or Associates Statement

Required forms will be provided by USCIS at the time of award of the contract. Only complete packages will be accepted by OSI. Specific instructions on submission of packages will be provided upon award of the contract.

Be advised that unless an applicant requiring access to sensitive but unclassified information has resided in the US for three of the past five years, OSI may not be able to complete a satisfactory background investigation. In such cases, USCIS retains the right to deem an applicant as ineligible due to insufficient background information.

The use of Non-U.S. citizens, including Lawful Permanent Residents (LPRs), is not permitted in the performance of this contract for any position that involves access to or development of any DHS IT system. USCIS will consider only U.S. Citizens for employment on this contract. USCIS will not approve LPRs for employment on this contract in any position that requires the LPR to access or assist in the development, operation, management or maintenance of DHS IT systems. By signing this contract, the contractor agrees to this restriction. In those instances where other non-IT requirements contained in the contract can be met by using LPRs, those requirements shall be clearly described.

Employment Eligibility

The Contractor must agree that each employee working on this contract will have a Social Security Card issued and approved by the Social Security Administration. The Contractor shall be responsible to USCIS for acts and omissions of his own employees and for any Subcontractor(s) and their employees to include financial responsibility for all damage or injury to persons or property resulting from the acts or omissions of the contractor's employees.

Subject to existing law, regulations and/ or other provisions of this contract, illegal or undocumented aliens will not be employed by the Contractor, or with this contract. The Contractor will ensure that this provision is expressly incorporated into any and all Subcontracts or subordinate agreements issued in support of this contract.

All contractor personnel assigned to this contract shall undergo drug testing conducted by a Department of Health and Human Service (HHS/SAMHSA) approved laboratory under the National Laboratory Certification Program (NLCP) and screened for the presence of cannabinoids, cocaine, opiates, amphetamines, and phencyclidine. (CIS reserves the right to expand the list to include additional drugs). All contractor personnel must possess drug test results that state the individual has not tested positive for any illegal drugs.

The results of each screening shall be provided to the COTR prior to the Security EOD approval. Drug screening shall be ordered and accomplished at the contractor's expense.

Continued Eligibility

If a prospective employee is found to be ineligible for access to USCIS facilities or information, the COTR will advise the Contractor that the employee shall not continue to work or to be assigned to work under the contract.

USCIS reserves the right and prerogative to deny and/ or restrict the facility and information access of any Contractor employee whose actions are in conflict with the standards of conduct, 5 CFR 2635 and 5 CFR 3801, or whom USCIS determines to present a risk of compromising sensitive but unclassified information to which he or she would have access under this contract.

The Contractor will report any adverse information coming to their attention concerning contract employees under the contract to USCIS OSI. The subsequent termination of employment of an employee does not obviate the requirement to submit this report. The report shall include the employees' name and social security number, along with the adverse information being reported.

OSI must be notified of all terminations/ resignations within five days of occurrence. The Contractor will return any expired USCIS issued identification cards and building passes, or those of terminated employees to the COTR. If an identification card or building pass is not available to be returned, a report must be submitted to the COTR, referencing the pass or card number, name of individual to whom issued, the last known location and disposition of the pass or card.

Security Management

The Contractor shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with the Security Office through the COTR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the Contractor.

The COTR and the Security Office shall have the right to inspect the procedures, methods, and facilities utilized by the Contractor in complying with the security requirements under this contract. Should the COTR determine that the Contractor is not complying with the security requirements of this contract; the Contractor will be informed in writing by the Contracting Officer of the proper action to be taken in order to effect compliance with such requirements.

Computer And Telecommunications Security Requirements

Security Program Background

The DHS has established a department wide IT security program based on the following Executive Orders (EO), public laws, and national policy:

- Public Law 107-296, Homeland Security Act of 2002.
- Federal Information Security Management Act (FISMA) of 2002, November 25, 2002.
- Public Law 104-106, Clinger-Cohen Act of 1996 [formerly, Information Technology Management Reform Act (ITMRA)], February 10, 1996.
- Privacy Act of 1974, As Amended. 5 United States Code (U.S.C.) 552a, Public Law 93-579, Washington, D.C., July 14, 1987.
- Executive Order 12829, *National Industrial Security Program*, January 6, 1993.
- Executive Order 12958, *Classified National Security Information*, as amended.
- Executive Order 12968, *Access to Classified Information*, August 2, 1995.
- Executive Order 13231, *Critical Infrastructure Protection in the Information Age*, October 16, 2001.
- National Industrial Security Program Operating Manual (NISPOM), February 2001.
- DHS Sensitive Systems Policy Publication 4300A v2.1, July 26, 2004
- DHS National Security Systems Policy Publication 4300B v2.1, July 26, 2004
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003.
- Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*.
- National Security Directive (NSD) 42, *National Policy for the Security of National Security Telecommunications and Information Systems* (U), July 5, 1990, CONFIDENTIAL.
- 5 Code of Federal Regulations (CFR) §2635, Office of Government Ethics, *Standards of Ethical Conduct for Employees of the Executive Branch*.
- DHS SCG OS-002 (IT), *National Security IT Systems Certification & Accreditation*, March 2004.
- Department of State 12 Foreign Affairs Manual (FAM) 600, *Information Security Technology*, June 22, 2000.
- Department of State 12 FAM 500, *Information Security*, October 1, 1999.
- Executive Order 12472, *Assignment of National Security and Emergency Preparedness Telecommunications Functions*, dated April 3, 1984.
- Presidential Decision Directive 67, *Enduring Constitutional Government and Continuity of Government Operations*, dated October 21, 1998.
- FEMA Federal Preparedness Circular 65, *Federal Executive Branch Continuity of Operations (COOP)*, dated July 26, 1999.
- FEMA Federal Preparedness Circular 66, *Test, Training and Exercise (TT&E) for Continuity of*

Operations (COOP), dated April 30, 2001.

- FEMA Federal Preparedness Circular 67, *Acquisition of Alternate Facilities for Continuity of Operations*, dated April 30, 2001.
- Title 36 Code of Federal Regulations 1236, *Management of Vital Records*, revised as of July 1, 2000.
- National Institute of Standards and Technology (NIST) Special Publications for computer security and FISMA compliance.

General

Due to the sensitive nature of USCIS information, the contractor is required to develop and maintain a comprehensive Computer and Telecommunications Security Program to address the integrity, confidentiality, and availability of sensitive but unclassified (SBU) information during collection, storage, transmission, and disposal. The contractor's security program shall adhere to the requirements set forth in the DHS Management Directive 4300 IT Systems Security Pub Volume I Part A and DHS Management Directive 4300 IT Systems Security Pub Volume I Part B. This shall include conformance with the DHS Sensitive Systems Handbook, DHS Management Directive 11042 Safeguarding Sensitive but Unclassified (For Official Use Only) Information and other DHS or USCIS guidelines and directives regarding information security requirements. The contractor shall establish a working relationship with the USCIS IT Security Office, headed by the Information Systems Security Program Manager (ISSM).

IT Systems Security

In Accordance With DHS Management Directive 4300.1 "Information Technology Systems Security", USCIS Contractors Shall Ensure That All Employees With Access To USCIS IT Systems Are In Compliance With The Requirement Of This Management Directive. Specifically, All Contractor Employees With Access To USCIS IT Systems Meet The Requirement For Successfully Completing The Annual "Computer Security Awareness Training (CSAT)." All Contractor Employees Are Required To Complete The Training Within 60-Days From The Date Of Entry On Duty (EOD) And Are Required To Complete The Training Yearly Thereafter. CSAT Can Be Accessed At The Following:
<http://Oted.Uscis.Dhs.Gov/Edvantage.Default.Asp> Or Via Remote Access From A CD Which Can Be Obtained By Contacting Uscisitsecurity@Dhs.Gov.

IT Security In The Systems Development Life Cycle (SDLC)

The USCIS SDLC Manual Documents All System Activities Required For The Development, Operation, And Disposition Of IT Security Systems. Required Systems Analysis, Deliverables, And Security Activities Are Identified In The SDLC Manual By Lifecycle Phase. The Contractor Shall Assist The Appropriate USCIS ISSO With Development And Completion Of All SDLC Activities And Deliverables Contained In The SDLC. The SDLC Is Supplemented With Information From DHS And USCIS Policies And Procedures As Well As The National Institute Of Standards Special Procedures Related To Computer Security And FISMA Compliance. These Activities Include Development Of The Following Documents:

- *Sensitive System Security Plan (SSSP)*: This is the primary reference that describes system sensitivity, criticality, security controls, policies, and procedures. The SSSP shall be based upon the completion of the DHS FIPS 199 workbook to categorize the system of application and completion of the RMS Questionnaire. The SSSP shall be completed as part of the System or Release Definition Process in the SDLC and shall not be waived or tailored.
- *Privacy Impact Assessment (PIA) and System of Records Notification (SORN)*. For each new development activity, each incremental system update, or system recertification, a PIA and SORN shall be evaluated. If the system (or modification) triggers a PIA the contractor shall support the development of PIA and SORN as required. The Privacy Act of 1974 requires the PIA and shall be part of the SDLC process performed at either System or Release Definition.
- *Contingency Plan (CP)*: This plan describes the steps to be taken to ensure that an automated system or facility can be recovered from service disruptions in the event of emergencies and/or

disasters. The Contractor shall support annual contingency plan testing and shall provide a Contingency Plan Test Results Report.

- **Security Test and Evaluation (ST&E):** This document evaluates each security control and countermeasure to verify operation in the manner intended. Test parameters are established based on results of the RA. An ST&E shall be conducted for each Major Application and each General Support System as part of the certification process. The Contractor shall support this process.
- **Risk Assessment (RA):** This document identifies threats and vulnerabilities, assesses the impacts of the threats, evaluates in-place countermeasures, and identifies additional countermeasures necessary to ensure an acceptable level of security. The RA shall be completed after completing the NIST 800-53 evaluation, Contingency Plan Testing, and the ST&E. Identified weakness shall be documented in a Plan of Action and Milestone (POA&M) in the USCIS Trusted Agent FISMA (TAF) tool. Each POA&M entry shall identify the cost of mitigating the weakness and the schedule for mitigating the weakness, as well as a POC for the mitigation efforts.
- **Certification and Accreditation (C&A):** This program establishes the extent to which a particular design and implementation of an automated system and the facilities housing that system meet a specified set of security requirements, based on the RA of security features and other technical requirements (certification), and the management authorization and approval of a system to process sensitive but unclassified information (accreditation). As appropriate the Contractor shall be granted access to the USCIS TAF and Risk Management System (RMS) tools to support C&A and its annual assessment requirements. Annual assessment activities shall include completion of the NIST 800-26 Self Assessment in TAF, annual review of user accounts, and annual review of the FIPS categorization. C&A status shall be reviewed for each incremental system update and a new full C&A process completed when a major system revision is anticipated.

Security Assurances

DHS Management Directives 4300 requires compliance with standards set forth by NIST, for evaluating computer systems used for processing SBU information. The Contractor shall ensure that requirements are allocated in the functional requirements and system design documents to security requirements are based on the DHS policy, NIST standards and applicable legislation and regulatory requirements. Systems shall offer the following visible security features:

- **User Identification and Authentication (I&A)** – I&A is the process of telling a system the identity of a subject (for example, a user) (*I*) and providing that the subject is who it claims to be (*A*). Systems shall be designed so that the identity of each user shall be established prior to authorizing system access, each system user shall have his/her own user ID and password, and each user is authenticated before access is permitted. All system and database administrative users shall have strong authentication, with passwords that shall conform to established DHS standards. All USCIS Identification and Authentication shall be done using the Password Issuance Control System (PICS) or its successor. Under no circumstances will Identification and Authentication be performed by other than the USCIS standard system in use at the time of a systems development.
- **Discretionary Access Control (DAC)** – DAC is a DHS access policy that restricts access to system objects (for example, files, directories, devices) based on the identity of the users and/or groups to which they belong. All system files shall be protected by a secondary access control measure.
- **Object Reuse** – Object Reuse is the reassignment to a subject (for example, user) of a medium that previously contained an object (for example, file). Systems that use memory to temporarily store user I&A information and any other SBU information shall be cleared before reallocation.
- **Audit** – DHS systems shall provide facilities for transaction auditing, which is the examination of a set of chronological records that provide evidence of system and user activity. Evidence of active review of audit logs shall be provided to the USCIS IT Security Office on a monthly basis, identifying all security findings including failed log in attempts, attempts to access restricted information, and password change activity.
- **Banner Pages** – DHS systems shall provide appropriate security banners at start up identifying the system or application as being a Government asset and subject to government laws and

regulations. This requirement does not apply to public facing internet pages, but shall apply to intranet applications.

Data Security

SBU systems shall be protected from unauthorized access, modification, and denial of service. The Contractor shall ensure that all aspects of data security requirements (i.e., confidentiality, integrity, and availability) are included in the functional requirements and system design, and ensure that they meet the minimum requirements as set forth in the DHS Sensitive Systems Handbook and USCIS policies and procedures. These requirements include:

- *Integrity* – The computer systems used for processing SBU shall have data integrity controls to ensure that data is not modified (intentionally or unintentionally) or repudiated by either the sender or the receiver of the information. A risk analysis and vulnerability assessment shall be performed to determine what type of data integrity controls (e.g., cyclical redundancy checks, message authentication codes, security hash functions, and digital signatures, etc.) shall be used.
- *Confidentiality* – Controls shall be included to ensure that SBU information collected, stored, and transmitted by the system is protected against compromise. A risk analysis and vulnerability assessment shall be performed to determine if threats to the SBU exist. If it exists, data encryption shall be used to mitigate such threats.
- *Availability* – Controls shall be included to ensure that the system is continuously working and all services are fully available within a timeframe commensurate with the availability needs of the user community and the criticality of the information processed.
- *Data Labeling*. – The contractor shall ensure that documents and media are labeled consistent with the *DHS Sensitive Systems Handbook*.

52.204-2 Security Clause Requirements.

As prescribed in 4.404(a), insert the following clause:

Security Requirements (Aug 1996)

(a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."

(b) The Contractor shall comply with—

(1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DOD 5220.22-M); and

(2) Any revisions to that manual, notice of which has been furnished to the Contractor.

(c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

(d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of clause)

Alternate 1 (Apr 1984). If a cost contract for research and development with an educational institution is contemplated, add the following paragraphs (e), (f), and (g) to the basic clause:

(e) If a change in security requirements, as provided in paragraphs (b) and (c), results (1) in a change in the security classification of this contract or any of its elements from an unclassified status or a lower classification to a higher classification, or (2) in more restrictive area controls than previously required, the Contractor shall exert every reasonable effort compatible with the Contractor's established policies to continue the performance of work under the contract in compliance with the change in security classification or requirements. If, despite reasonable efforts, the Contractor determines that the continuation of work under this contract is not practicable because of the change in security classification or requirements, the Contractor shall notify the Contracting Officer in writing. Until resolution of the problem is made by the Contracting Officer, the Contractor shall continue safeguarding all classified material as required by this contract.

(f) After receiving the written notification, the Contracting Officer shall explore the circumstances

surrounding the proposed change in security classification or requirements, and shall endeavor to work out a mutually satisfactory method whereby the Contractor can continue performance of the work under this contract.

(g) If, 15 days after receipt by the Contracting Officer of the notification of the Contractor's stated inability to proceed, (1) the application to this contract of the change in security classification or requirements has not been withdrawn, or (2) a mutually satisfactory method for continuing performance of work under this contract has not been agreed upon, the Contractor may request the Contracting Officer to terminate the contract in whole or in part. The Contracting Officer shall terminate the contract in whole or in part, as may be appropriate, and the termination shall be deemed a termination under the terms of the Termination for the Convenience of the Government clause.

Alternate II (Apr 1984). If employee identification is required for security or other reasons in a construction contract or architect-engineer contract, add the following paragraph (e) to the basic clause:

(e) The Contractor shall be responsible for furnishing to each employee and for requiring each employee engaged on the work to display such identification as may be approved and directed by the Contracting Officer. All prescribed identification shall immediately be delivered to the Contracting Officer, for cancellation upon the release of any employee. When required by the Contracting Officer, the Contractor shall obtain and submit fingerprints of all persons employed or to be employed on the project.

WD 05-2123 (Rev.-6) was first posted on www.wdol.gov on 06/03/2008

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2123
Revision No.: 6
Date Of Revision: 05/29/2008

State: Florida

Area: Florida Counties of Orange, Osceola, Seminole

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I	12.18
01012 - Accounting Clerk II	13.69
01013 - Accounting Clerk III	15.31
01020 - Administrative Assistant	19.81
01040 - Court Reporter	17.28
01051 - Data Entry Operator I	10.46
01052 - Data Entry Operator II	13.25
01060 - Dispatcher, Motor Vehicle	17.17
01070 - Document Preparation Clerk	12.27
01090 - Duplicating Machine Operator	11.59
01111 - General Clerk I	10.50
01112 - General Clerk II	12.82
01113 - General Clerk III	14.36
01120 - Housing Referral Assistant	17.15
01141 - Messenger Courier	10.42
01191 - Order Clerk I	11.18
01192 - Order Clerk II	12.28
01261 - Personnel Assistant (Employment) I	13.72
01262 - Personnel Assistant (Employment) II	15.77
01263 - Personnel Assistant (Employment) III	17.03
01270 - Production Control Clerk	16.82
01280 - Receptionist	11.92
01290 - Rental Clerk	12.90
01300 - Scheduler, Maintenance	13.74
01311 - Secretary I	13.74
01312 - Secretary II	15.36

01313 - Secretary III	17.15
01320 - Service Order Dispatcher	14.87
01410 - Supply Technician	19.81
01420 - Survey Worker	15.33
01531 - Travel Clerk I	11.59
01532 - Travel Clerk II	12.10
01533 - Travel Clerk III	12.65
01611 - Word Processor I	13.12
01612 - Word Processor II	14.23
01613 - Word Processor III	16.37
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.45
05010 - Automotive Electrician	17.28
05040 - Automotive Glass Installer	16.36
05070 - Automotive Worker	16.36
05110 - Mobile Equipment Servicer	13.56
05130 - Motor Equipment Metal Mechanic	18.18
05160 - Motor Equipment Metal Worker	16.36
05190 - Motor Vehicle Mechanic	18.18
05220 - Motor Vehicle Mechanic Helper	13.10
05250 - Motor Vehicle Upholstery Worker	15.80
05280 - Motor Vehicle Wrecker	16.37
05310 - Painter, Automotive	17.92
05340 - Radiator Repair Specialist	16.36
05370 - Tire Repairer	10.83
05400 - Transmission Repair Specialist	18.18
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.42
07041 - Cook I	10.88
07042 - Cook II	12.39
07070 - Dishwasher	8.71
07130 - Food Service Worker	8.79
07210 - Meat Cutter	12.54
07260 - Waiter/Waitress	8.93
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.18
09040 - Furniture Handler	9.40
09080 - Furniture Refinisher	14.18
09090 - Furniture Refinisher Helper	11.04
09110 - Furniture Repairer, Minor	12.53
09130 - Upholsterer	14.18
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.77
11060 - Elevator Operator	9.54
11090 - Gardener	12.46
11122 - Housekeeping Aide	9.54
11150 - Janitor	10.71
11210 - Laborer, Grounds Maintenance	10.53
11240 - Maid or Houseman	8.89
11260 - Pruner	9.83
11270 - Tractor Operator	12.62

11330 - Trail Maintenance Worker	10.53
11360 - Window Cleaner	13.14
12000 - Health Occupations	
12010 - Ambulance Driver	14.47
12011 - Breath Alcohol Technician	15.61
12012 - Certified Occupational Therapist Assistant	22.36
12015 - Certified Physical Therapist Assistant	21.68
12020 - Dental Assistant	16.07
12025 - Dental Hygienist	30.66
12030 - EKG Technician	20.11
12035 - Electroneurodiagnostic Technologist	20.11
12040 - Emergency Medical Technician	14.47
12071 - Licensed Practical Nurse I	13.76
12072 - Licensed Practical Nurse II	15.61
12073 - Licensed Practical Nurse III	17.41
12100 - Medical Assistant	12.40
12130 - Medical Laboratory Technician	15.58
12160 - Medical Record Clerk	14.88
12190 - Medical Record Technician	14.89
12195 - Medical Transcriptionist	14.40
12210 - Nuclear Medicine Technologist	29.50
12221 - Nursing Assistant I	8.80
12222 - Nursing Assistant II	9.89
12223 - Nursing Assistant III	10.80
12224 - Nursing Assistant IV	12.10
12235 - Optical Dispenser	18.03
12236 - Optical Technician	16.81
12250 - Pharmacy Technician	14.41
12280 - Phlebotomist	12.10
12305 - Radiologic Technologist	21.13
12311 - Registered Nurse I	20.73
12312 - Registered Nurse II	25.36
12313 - Registered Nurse II, Specialist	25.36
12314 - Registered Nurse III	30.69
12315 - Registered Nurse III, Anesthetist	30.69
12316 - Registered Nurse IV	36.77
12317 - Scheduler (Drug and Alcohol Testing)	19.33
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.82
13012 - Exhibits Specialist II	19.39
13013 - Exhibits Specialist III	22.98
13041 - Illustrator I	19.01
13042 - Illustrator II	20.76
13043 - Illustrator III	25.96
13047 - Librarian	23.04
13050 - Library Aide/Clerk	12.77
13054 - Library Information Technology Systems Administrator	20.78
13058 - Library Technician	13.93
13061 - Media Specialist I	14.75
13062 - Media Specialist II	15.55
13063 - Media Specialist III	17.34

13071 - Photographer I	13.57
13072 - Photographer II	15.91
13073 - Photographer III	19.29
13074 - Photographer IV	23.54
13075 - Photographer V	28.55
13110 - Video Teleconference Technician	14.75
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.80
14042 - Computer Operator II	18.29
14043 - Computer Operator III	22.42
14044 - Computer Operator IV	24.72
14045 - Computer Operator V	27.37
14071 - Computer Programmer I (1)	21.92
14072 - Computer Programmer II (1)	25.69
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	15.80
14160 - Personal Computer Support Technician	24.72
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	23.69
15020 - Aircrew Training Devices Instructor (Rated)	31.26
15030 - Air Crew Training Devices Instructor (Pilot)	33.99
15050 - Computer Based Training Specialist / Instructor	30.03
15060 - Educational Technologist	26.92
15070 - Flight Instructor (Pilot)	33.99
15080 - Graphic Artist	20.53
15090 - Technical Instructor	18.80
15095 - Technical Instructor/Course Developer	23.01
15110 - Test Proctor	16.27
15120 - Tutor	16.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.01
16030 - Counter Attendant	9.01
16040 - Dry Cleaner	10.82
16070 - Finisher, Flatwork, Machine	9.01
16090 - Presser, Hand	9.01
16110 - Presser, Machine, Drycleaning	9.01
16130 - Presser, Machine, Shirts	9.01
16160 - Presser, Machine, Wearing Apparel, Laundry	9.01
16190 - Sewing Machine Operator	11.57
16220 - Tailor	12.18
16250 - Washer, Machine	9.56
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	15.14
19040 - Tool And Die Maker	18.46
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.09
21030 - Material Coordinator	16.82

21040 - Material Expediter	16.82
21050 - Material Handling Laborer	10.06
21071 - Order Filler	10.03
21080 - Production Line Worker (Food Processing)	13.09
21110 - Shipping Packer	11.77
21130 - Shipping/Receiving Clerk	11.77
21140 - Store Worker I	9.34
21150 - Stock Clerk	13.30
21210 - Tools And Parts Attendant	13.48
21410 - Warehouse Specialist	13.75
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.12
23021 - Aircraft Mechanic I	21.79
23022 - Aircraft Mechanic II	23.12
23023 - Aircraft Mechanic III	29.47
23040 - Aircraft Mechanic Helper	16.14
23050 - Aircraft, Painter	20.33
23060 - Aircraft Servicer	18.29
23080 - Aircraft Worker	19.59
23110 - Appliance Mechanic	14.98
23120 - Bicycle Repairer	12.47
23125 - Cable Splicer	23.59
23130 - Carpenter, Maintenance	15.87
23140 - Carpet Layer	17.76
23160 - Electrician, Maintenance	16.97
23181 - Electronics Technician Maintenance I	17.11
23182 - Electronics Technician Maintenance II	18.21
23183 - Electronics Technician Maintenance III	19.12
23260 - Fabric Worker	14.11
23290 - Fire Alarm System Mechanic	17.08
23310 - Fire Extinguisher Repairer	13.05
23311 - Fuel Distribution System Mechanic	19.15
23312 - Fuel Distribution System Operator	16.65
23370 - General Maintenance Worker	14.24
23380 - Ground Support Equipment Mechanic	20.06
23381 - Ground Support Equipment Servicer	16.84
23382 - Ground Support Equipment Worker	18.04
23391 - Gunsmith I	13.05
23392 - Gunsmith II	15.15
23393 - Gunsmith III	17.29
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.56
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
18.33	
23430 - Heavy Equipment Mechanic	17.78
23440 - Heavy Equipment Operator	15.85
23460 - Instrument Mechanic	16.99
23465 - Laboratory/Shelter Mechanic	16.22
23470 - Laborer	12.73
23510 - Locksmith	17.34
23530 - Machinery Maintenance Mechanic	18.29
23550 - Machinist, Maintenance	15.71

23580 - Maintenance Trades Helper	11.67
23591 - Metrology Technician I	16.99
23592 - Metrology Technician II	18.03
23593 - Metrology Technician III	19.08
23640 - Millwright	20.77
23710 - Office Appliance Repairer	17.71
23760 - Painter, Maintenance	14.28
23790 - Pipefitter, Maintenance	16.34
23810 - Plumber, Maintenance	15.53
23820 - Pneudraulic Systems Mechanic	17.29
23850 - Rigger	20.99
23870 - Scale Mechanic	15.15
23890 - Sheet-Metal Worker, Maintenance	15.79
23910 - Small Engine Mechanic	14.76
23931 - Telecommunications Mechanic I	19.28
23932 - Telecommunications Mechanic II	20.26
23950 - Telephone Lineman	18.35
23960 - Welder, Combination, Maintenance	16.06
23965 - Well Driller	15.94
23970 - Woodcraft Worker	17.29
23980 - Woodworker	12.31
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.61
24580 - Child Care Center Clerk	13.24
24610 - Chore Aide	8.38
24620 - Family Readiness And Support Services Coordinator	13.15
24630 - Homemaker	15.12
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.77
25040 - Sewage Plant Operator	18.01
25070 - Stationary Engineer	20.77
25190 - Ventilation Equipment Tender	12.23
25210 - Water Treatment Plant Operator	18.01
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.37
27007 - Baggage Inspector	10.98
27008 - Corrections Officer	17.86
27010 - Court Security Officer	19.12
27030 - Detection Dog Handler	16.11
27040 - Detention Officer	17.86
27070 - Firefighter	17.03
27101 - Guard I	10.98
27102 - Guard II	14.81
27131 - Police Officer I	22.48
27132 - Police Officer II	25.00
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.69
28042 - Carnival Equipment Repairer	12.42
28043 - Carnival Equipment Worker	9.56
28210 - Gate Attendant/Gate Tender	12.08
28310 - Lifeguard	11.34

28350 - Park Attendant (Aide)	14.24
28510 - Recreation Aide/Health Facility Attendant	9.56
28515 - Recreation Specialist	11.83
28630 - Sports Official	11.34
28690 - Swimming Pool Operator	16.23
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.23
29020 - Hatch Tender	19.23
29030 - Line Handler	19.23
29041 - Stevedore I	16.54
29042 - Stevedore II	20.59
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.42
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.79
30021 - Archeological Technician I	15.84
30022 - Archeological Technician II	19.07
30023 - Archeological Technician III	23.54
30030 - Cartographic Technician	22.00
30040 - Civil Engineering Technician	19.30
30061 - Drafter/CAD Operator I	15.84
30062 - Drafter/CAD Operator II	16.84
30063 - Drafter/CAD Operator III	20.67
30064 - Drafter/CAD Operator IV	25.68
30081 - Engineering Technician I	15.95
30082 - Engineering Technician II	17.72
30083 - Engineering Technician III	20.85
30084 - Engineering Technician IV	23.50
30085 - Engineering Technician V	28.65
30086 - Engineering Technician VI	34.77
30090 - Environmental Technician	16.52
30210 - Laboratory Technician	18.95
30240 - Mathematical Technician	24.18
30361 - Paralegal/Legal Assistant I	19.15
30362 - Paralegal/Legal Assistant II	22.24
30363 - Paralegal/Legal Assistant III	25.39
30364 - Paralegal/Legal Assistant IV	33.61
30390 - Photo-Optics Technician	22.96
30461 - Technical Writer I	19.45
30462 - Technical Writer II	23.79
30463 - Technical Writer III	27.19
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
30493 - Unexploded Ordnance (UXO) Technician III	31.30
30494 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	20.67
30621 - Weather Observer, Senior (2)	22.00
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.19
31030 - Bus Driver	15.24

31043 - Driver Courier	13.30
31260 - Parking and Lot Attendant	7.99
31290 - Shuttle Bus Driver	15.10
31310 - Taxi Driver	10.99
31361 - Truckdriver, Light	15.10
31362 - Truckdriver, Medium	16.10
31363 - Truckdriver, Heavy	18.56
31364 - Truckdriver, Tractor-Trailer	18.56
99000 - Miscellaneous Occupations	
99030 - Cashier	9.94
99050 - Desk Clerk	11.92
99095 - Embalmer	18.23
99251 - Laboratory Animal Caretaker I	9.98
99252 - Laboratory Animal Caretaker II	10.48
99310 - Mortician	23.53
99410 - Pest Controller	14.49
99510 - Photofinishing Worker	10.34
99710 - Recycling Laborer	14.88
99711 - Recycling Specialist	17.34
99730 - Refuse Collector	13.54
99810 - Sales Clerk	12.05
99820 - School Crossing Guard	9.24
99830 - Survey Party Chief	17.30
99831 - Surveying Aide	11.87
99832 - Surveying Technician	16.27
99840 - Vending Machine Attendant	12.90
99841 - Vending Machine Repairer	16.51
99842 - Vending Machine Repairer Helper	13.05

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; and 3 weeks after 5 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered) :

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or

explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that

determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO. P000003		3. EFFECTIVE DATE 01/29/2009		4. PROJECT NO. (if applicable)	
5. DATED BY USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		6. CODE CIS		7. ADMINISTERED BY (if other than item 5) USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403	
8. NAME AND ADDRESS OF CONTRACTOR (see FAR 43.103(b)) ALOTIIO BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		9. 10A. AMENDMENT OF SOLICITATION NO. 10A. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. HSSCCG-08-D-00009 10B. DATED (SEE ITEM 11) 08/13/2008		10. CODE 7950219680000	

11. THIS FORM ONLY APPLIES TO MODIFICATION OF CONTRACTS. IT MODIFIES THE CONTRACT NUMBER NO. AS DESCRIBED IN ITEM 14.

☐ The above numbered solicitation is amended as set forth in item 14. The contract number remains the same as the original contract number. ☐ is extended, ☐ is not extended.

12. ACCENTIONS AND APPROVALS (SEE FAR 43.103(b))

13. THIS FORM ONLY APPLIES TO MODIFICATION OF CONTRACTS. IT MODIFIES THE CONTRACT NUMBER NO. AS DESCRIBED IN ITEM 14.	
CHOOSE ONE	A. THE ABOVE NUMBERED SOLICITATION IS AMENDED AS SET FORTH IN ITEM 14. THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. 14.100000.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, expiration date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THE SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) By mutual agreement

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Changes by LCF and/or funding, including additional contract numbers where applicable.)

DUNS Number: 7950219680000

This modification: confirms Contracting Officer verbal order of 1/29/09 for Program Support Analyst positions in Laguna Niguel, CA and Dallas, TX; and, makes additional contract revisions as specified herein.

By this modification:

- maximum quantities authorized for certain CLINs are revised
- new CLINs (with rates and maximum quantities authorized) are added
- certain hourly rates are established/revised; Program Support Analyst rates are subject to Department of Labor approval.

Continued ...

Except as provided herein, all terms and conditions of the document submitted in item 8A of 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) David C. Powell, Jr. Program Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Heidi M. Salter	
17. DATE SIGNED 1/29/2009		18. DATE SIGNED 02/17/2009	

FORM 7500-1-100-0000
Previous editions obsolete

STANDARD FORM 7500-1-100-0000
Prescribed by GSA
FAR 43.103(b)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
HSCCG-08-D-00009/P00003

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NAME OF OFFEROR OR CONTRACTOR
ALSTECO BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Maximum quantities and charges authorized are summarized on page 6. Services will be ordered and funded via Delivery Order.</p> <p>All other terms and conditions remain unchanged.</p> <p>LIST OF CHANGES: Total Amount for this Modification: \$393,930.79 New Total Amount for Base Year: \$12,572,680.39 New Total Amount for this Award: \$64,333,127.19</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001D Quantity changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001H Quantity changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001J Quantity changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001K Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001L Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001M Quantity changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0001O Quantity changed from [REDACTED] Total Amount changed from [REDACTED]</p> <p>CHANGES FOR LINE ITEM NUMBER: 0002B Quantity changed from [REDACTED] Total Amount changed [REDACTED] Continued ...</p>				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
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NAME OF OFFEROR OR CONTRACTOR

ALOTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0004A Quantity changed from [REDACTED] Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0004B Quantity changed from [REDACTED] Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0005G Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0005H Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0005K Quantity changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0005L Quantity changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0007E Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
(b)(4)	CHANGES FOR LINE ITEM NUMBER: 0007F Unit Price changed from [REDACTED] Total Amount changed from [REDACTED]				
	Delivery: 08/13/2009 Discount Terms: Net 30 Delivery Location Code: HQOSI Continued ...				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED HSSCOG-08-D-00009/P00003	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR

ALUTIQ BUSINESS SERVICES LLC

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Department of Homeland Security US Citizenship & Immigration Svcs Office of Security & Investigations 111 MASS AVE, NW, Suite 7000 Washington DC 20529 FOB: Destination Period of Performance: 08/14/2008 to 08/13/2013			(b)(4)	
0002E	ABS Program Support Analyst - DC (Base) Obligated Amount: \$0.00				
0002F	ABS Program Support Analyst - DC (OT) Obligated Amount: \$0.00				
0003D	ABS Administrative Specialist II - Houston (OT) Obligated Amount: \$0.00				
0003C	ABS Administrative Specialist II - Houston (Base) Obligated Amount: \$0.00				
0007M	ABS Program Support Analyst - Orlando (Base) Obligated Amount: \$0.00				
0007K	ABS Program Support Analyst - Dallas (Base) Obligated Amount: \$0.00				
0007O	ABS Program Support Analyst - Burlington (Base) Obligated Amount: \$0.00				
0007P	ABS Program Support Analyst - Burlington (OT) Obligated Amount: \$0.00				
0007L	ABS Program Support Analyst - Dallas (OT) Obligated Amount: \$0.00				
0007I	ABS Program Support Analyst - Laguna Niguel (Base) Obligated Amount: \$0.00				
0007J	ABS Program Support Analyst - Laguna Niguel (OT) Continued ...				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	HSSCCG-08-D-00009/P00003	5	6

NAME OF OFFEROR OR CONTRACTOR
ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Obligated Amount: \$0.00				
(b)(4) 0007N	ABS Program Support Analyst - Orlando (OT) Obligated Amount: \$0.00				

WFO-06-00000

(b)(4)

001	Chemical Society			
0007A	000	Chemical Society	Chemical Society - VT (000)	
0007B	000	Chemical Society	Chemical Society - VT (000)	
0007C	000	Chemical Society	Chemical Society - VT (000)	
0007D	000	Chemical Society	Chemical Society - VT (000)	
0007E	000	Chemical Society	Chemical Society - VT (000)	
0007F	000	Chemical Society	Chemical Society - VT (000)	
0007G	000	Chemical Society	Chemical Society - VT (000)	
0007H	000	Chemical Society	Chemical Society - VT (000)	
0007I	000	Chemical Society	Chemical Society - VT (000)	
0007J	000	Chemical Society	Chemical Society - VT (000)	
0007K	000	Chemical Society	Chemical Society - VT (000)	
0007L	000	Chemical Society	Chemical Society - VT (000)	
0007M	000	Chemical Society	Chemical Society - VT (000)	
0007N	000	Chemical Society	Chemical Society - VT (000)	
0007O	000	Chemical Society	Chemical Society - VT (000)	
0007P	000	Chemical Society	Chemical Society - VT (000)	
0007Q	000	Chemical Society	Chemical Society - VT (000)	
0007R	000	Chemical Society	Chemical Society - VT (000)	
0007S	000	Chemical Society	Chemical Society - VT (000)	
0007T	000	Chemical Society	Chemical Society - VT (000)	
0007U	000	Chemical Society	Chemical Society - VT (000)	
0007V	000	Chemical Society	Chemical Society - VT (000)	
0007W	000	Chemical Society	Chemical Society - VT (000)	
0007X	000	Chemical Society	Chemical Society - VT (000)	
0007Y	000	Chemical Society	Chemical Society - VT (000)	
0007Z	000	Chemical Society	Chemical Society - VT (000)	

ADDITIONAL POSITIONS

0000A AHS Senior Security Analyst - DC (FWD)
0000B AHS Senior Security Analyst - DC (OT)
0000C AHS Information Assurance - DC (FWD)
0000D AHS Information Assurance - DC (OT)
0000E AHS Program Support Analyst - DC (FWD)
0000F AHS Program Support Analyst - DC (OT)

Job Vacancies

1013
 DECS - MS Administration - December 2 - OC (RM)
 DECS - MS Administration - December 1 - PC (RM)
 DECS - MS Administration - December 1 - Hoston - RM
 DECS - MS Administration - December 1 - Hoston (RM)
 York Investigation

0001 **ADMINISTRATIVE**

0002 **ACIS Program Support Assistant - DC (Group)**

0003 **ACIS Program Support Assistant - DC (ST)**

0004 **ACIS Program Support Assistant IV - DC (Group)**

0005 **ACIS Program Support Assistant IV - DC (ST)**

Total Available Positions:

[illegible]

DDM Police, Fire, and Marine Services
DDDA AHS Data Security Analyst - CC (2nd)
DDDS AHS Data Security Analyst - CC (OT)
Teach Police, Fire, and Marine Services

[illegible]**1538 Constant-Contour Operations**

D209 Other Direct Costs

2010 Program Management

PDF: Personal Secretary File Entry on Daily In-Take

GRAND TOTAL - BASE YEAR

12,572.50	4,277.50	12,572.50	38,500.00	12,572.50
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AMENDMENT OF SOLICITATION/ MODIFICATION OF CONTRACT		1. CONTRACT LINE		PAGE OF PAGES	
2. AMENDMENT/ MODIFICATION NO.		4. REQUEST COMPLIANCE REQ. NO.		5. PROJECT NO. (if applicable)	
P00004					
3. ISSUED BY		6. ADMINISTERED BY (if other than item 2)		7. CODE	
CIS		CIS			
USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403		USCIS Contracting Office Department of Homeland Security 70 Kimball Avenue South Burlington VT 05403			
8. NAME AND ADDRESS OF CONTRACTOR (Name, street, county, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO.			
ALUTIIQ BUSINESS SERVICES LLC 3909 ARCTIC BLVD SUITE 400 ANCHORAGE AK 995035710		(X)			
		9B. DATED (SEE ITEM 11)			
		10A. MODIFICATION OF CONTRACT/ORDER NO.			
		HSSCCG-08-D-00009			
		10B. DATED (SEE ITEM 11)			
		08/13/2008			
CODE		FACILITY CODE			
7950219680000					

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

ALUTIIQ BUSINESS SERVICES LLC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
(b)(4)	Quantity changed from [REDACTED] Total Amount changed from [REDACTED] CHANGES FOR LINE ITEM NUMBER: 10 Quantity changed from [REDACTED] Total Amount changed from [REDACTED] CHANGES FOR LINE ITEM NUMBER: 5K Quantity changed from [REDACTED] Total Amount changed from [REDACTED] Delivery: 08/13/2009 Discount Terms: Net 30 Delivery Location Code: HQOSI Department of Homeland Security US Citizenship & Immigration Svcs Office of Security & Investigations 111 MASS AVE, NW, Suite 7000 Washington DC 20529 FOB: Destination Period of Performance: 08/14/2008 to 08/13/2013				